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| STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY | ADDITIONAL PROOF OF DELIVERY | <i>For Court Use Only</i> |
| Instructions ▼ Directly above, enter county where the case is filed. Enter the name of the Plaintiff/ Petitioner. Enter the name of the Defendant/Respondent. Enter the Case Number given by the Circuit Clerk. | _____ Plaintiff / Petitioner <i>(First, middle, last name)</i> v. _____ Defendant / Respondent <i>(First, middle, last name)</i> | _____ Case Number |

In **1a**, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.

In **1b**, check the box to show how you sent the document, and fill in any other information required on the blank lines.

CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.

In **c**, fill in the date and time that you sent the document.

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Name of prison or jail
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☐ Mail from a prison or jail at:

Name of prison or jail

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Date

At: _____ ☐ a.m. ☐ p.m.
Time

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First Middle Last

Address: _____
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☐ Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ ☐ a.m. ☐ p.m.
Time

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

I certify that everything in the *Additional Proof of Delivery* is true and correct. I understand a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/ _____
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone